

UNITED STATES GOVERNMENT

## 2-Way Memo

Subject: Request for VIP Visitor Parking and Candy-Stripe Badges for 16 February

To : Chief, Headquarters Security Branch, PSD/OS  
STAT Chief, Receptionist

## INSTRUCTIONS

Use routing symbols whenever possible.

## SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

## RECEIVER (Replyer to message):

Reply below the message, keep one copy, return one copy.

| DATE OF MESSAGE | ROUTING SYMBOL |
|-----------------|----------------|
| 4 Feb 83        |                |

Secy to D/ODP

FOLD

STAT

INITIAL MESSAGE

FOLD

1. Listed below are visitors coming to Headquarters for a meeting with D/ODP, on Wednesday, 16 February 1983 at 3:00PM in rm. 2D00.

NAMECOMPANY

WOODALL, John W.  
BEATTY, Hugh E.  
LAZAROFF, Jerry

Logicon  
Logicon  
Logicon

2. Parking: VIP Visitor Parking Lot in front of main entrance.  
3. Badges: Please issue candy-stripe badges, call Jean/Patty x4011 for escort.  
4. Thank you.

REPLY MESSAGE

STAT : (PURPOSE: For new D/ODP- [ ] to meet Logicon company people. (A contractor on SAFE project). (Jerry L. is local rep. 525-2482)

## Dist:

Orig - C/HSB/PSD/OS  
1 - C/Receptionist *Private/Indiv.*  
1 - ODP/BUSINESS:Logicon *Client*  
1 - ODP/PROJECTS:SAFE  
1 - ODP/SECURITY:General

STAT : From : O/D/ODP  
2D00 Hq Bldg

SIGNATURE OF REPLIER

TITLE OF REPLIER